

# ADV 4300: Media Planning Syllabus

Fall 2024

## Class Format, Time, & Location

In-person classes

Monday 9:35 AM - 11:30 AM and Wednesday 10:40 AM - 11:30 AM

Monday's class location is [WEIM 3324](#)

Wednesday's class location is [FLG 0220](#)

## Professor Information

### Professor

Dr. Jeongmin Ham

### Email

[jeongminham@jou.ufl.edu](mailto:jeongminham@jou.ufl.edu)

### Office location & hours

WEIM 2076 Thurs 10 AM - 12 PM  
(or [by appointment](#))

## Course Description

Welcome to Media Planning, where the dynamic world of advertising and media awaits you! This course offers an exciting journey through the intricacies of the media planning process, designed to inspire and challenge you. You will delve into the value of various media channels and evaluation methods, learning to craft innovative and integrated media strategies that effectively reach and engage diverse audiences.

Throughout this semester, you will not only acquire new skills and knowledge but also explore your potential within the advertising industry. Our goal is to equip you with the tools and insights needed to envision and shape your future career. Embrace the opportunity to blend creativity with strategy and prepare to make a meaningful impact in the ever-evolving landscape of media and advertising.

## Prerequisites

- 3JM ADV
- Minimum grades of C in ADV 3001 and ADV 3500

## Course Objectives

- Students can recognize the advantages and disadvantages of various media vehicles.
- Students will understand how media relates to account planning, creative development, marketing, and public relations.
- Students can explain new innovations and trends occurring in media.
- Students can perform calculations to evaluate media effectiveness.
- Students will become proficient with tools and software commonly used in the media industry.

- Students can analyze diverse audiences' media habits to plan campaigns effectively.
- Students will enhance communication skills by presenting media recommendations.
- Students can use strategy and insights to evaluate and design a sophisticated and integrated media plan.
- Students can plan campaigns so that messages reach diverse audiences with various media habits.
- Students will prepare for an entry-level industry role in media by integrating acquired skills and knowledge.

### Course Preparedness

We will be talking about advertising, media, and technology that is used in our daily lives. Class content will be super relevant and (hopefully) interesting! The best way to succeed in this class is to show up regularly, complete the required readings, and participate in weekly activities and discussions. Finally, check email and Canvas frequently for the latest class information and updates.

## Recommended Textbook

Larry D. Kelley, Kim Bartel Sheehan, Lisa Dobias, and David E. Koranda with Donald W. Jugenheimer (2023) *Advertising Media Planning: A Brand Management Approach* (5<sup>th</sup> edition). Routledge: New York, New York.

### Supplemental Readings

Supplemental readings will be made available on Canvas throughout the course.

## Required Materials

### Technological Devices

To participate in our in-class activities, discussions, and to complete assignments, you will need access to a device such as a laptop, smartphone, or tablet. These devices will be essential for certain assignments and interactive components of the course.

If you do not have access to any of these devices, please reach out to me via email. I am more than happy to help accommodate your needs to ensure you can fully engage in our class.

### Calculator

A basic function calculator is needed. Each student is responsible for bringing their own calculator to exams.

## Assignments

- **Final Exam:** In this course, the final exam will be designed to reflect a broad range of materials, including what we cover in lectures, activities, assignments, media project work, and readings. You can expect question formats to include true/false, multiple-choice, and a

section focused on media math. You will be able to use a calculator to assist with calculations. This final exam will be completed in class.

- **Media Diary:** You will record three days of your media consumption for this assignment.
- **Media Insight Presentations:** To broaden your understanding of the media market and environment, you will complete two engaging presentations. The first presentation will focus on designing a reboot program of a show, allowing you to explore and innovate within the media landscape. The second presentation will involve conducting research to create a media brief for a brand, giving you the opportunity to apply your insights to a practical scenario. These presentations are designed to enhance your learning experience and provide you with valuable skills in media planning.
- **Media Plan Project:** You will work with your group to create a media plan for a real brand, which we will select together in class. This project will give you the chance to apply various media planning strategies to develop a comprehensive and effective plan. As part of your plan, you'll be expected to include numeric data sourced from credible references to support your recommendations. You'll have the opportunity to present your media plan to the class, showcasing your insights and creativity. Throughout the process, there will be several opportunities for you to discuss your progress and receive feedback in class.
- **Research and Data Assignments:** You will learn how to use six databases or programs for media planning. The individual assignments (homework) will cover the following topics: (1) Excel, (2) Advertising Insights, (3) Nielsen, (4) MRI Simmons, (5) SRDS, and (6) Media brief.
- **Activities and Participation:** To foster an engaging and interactive learning environment, we will have various in-class activities and discussions throughout the semester. Participation in these activities is highly encouraged and will be randomly graded. You will receive credit for each activity if you actively participate and submit your name and UFID. To accommodate any unforeseen circumstances, I will drop your single lowest participation score. Please note that beyond this, missing participation scores cannot be made up.

## Grading

Assignments	Percent of Total Grade
Media Plan Project (presentation + report)	30% (15% each)
Media Insight Presentations	20% (10% each)
Final Exam	20%
Research and Data Assignments	15%
Activities and Participation	10% (one lowest score dropped)
Media Diary	5%

## Grading Scale

93.00 and above = A	77.00 - 79.99 = C+	60.00 - 62.99 = D-
90.00 - 92.99 = A-	73.00 - 76.99 = C	59.99 and below = E
87.00 - 89.99 = B+	70.00 - 72.99 = C-	
83.00 - 86.99 = B	67.00 - 69.99 = D+	
80.00 - 82.99 = B-	63.00 - 66.99 = D	

## Policies, Procedures, and Resources

### In-Person Course:

Our course is an in-person course. Lecture, discussion, activities and exam will occur in the classroom. You are responsible for getting notes from a classmate if you are unable to attend class.

### Exam Absences:

Missing an exam without permission results in a zero. You can make up an exam if:

- You had an unexpected and unpreventable emergency or illness **and**
- You can provide written documentation of the emergency or illness (doctor's note, accident report) **and**
- You (or someone at your request) contacted me or the advertising office prior to the exam. You can contact me by email ([jeongminham@jou.ufl.edu](mailto:jeongminham@jou.ufl.edu)) or call the Advertising Department (352-392-4046).

For all who miss the exam for an excused absence, as defined above, you may schedule a make-up exam with Dr. Ham.

### Honor Code:

Please review the UF Student Honor Code and Student Conduct Code, which can be found at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. Any violation of the codes will be reported to the proper University administrators and may result in other sanctions.

### Cheating During the Exam:

Our exam is closed book and closed notes, which means that you should draw from only your memory during the exam. Do not use any other materials, and do not share any answers with your classmates. See the Honor Code section on cheating for more information.

### Plagiarism:

Original writing is essential to ethical communication. Cheating is any action that violates University norms or an instructor's guidelines for the preparation and submission of assignments. Such actions may include using or providing unauthorized assistance or materials on course assignments or possessing unauthorized materials during an exam.

Plagiarism involves the representation of another's work as your own, for example: (a) Submitting as one's own any material that is copied from published or unpublished sources such as the Internet, print

sources, or video programs without proper acknowledgement that it is someone else's. (b) Paraphrasing another's views, opinions or insights without proper acknowledgement or copying of any source in whole or in part with only minor changes in wording or syntax even with acknowledgement. (c) Submitting as one's own work a report, examination, paper, computer file, lab report or other assignment which has been prepared by someone else. (d) Presenting work created for another course as original work in this class.

UF requires faculty who find evidence of plagiarism to submit a report to Student Conduct and Conflict Resolution. Please read the UF Student Honor Code for more information.

### Grade Challenges:

Grades will not be discussed via email, the telephone or in class. If you disagree with a grade given on any assignment, you must appeal the grade during my office hours or in an appointment with me. In this appeal, you must clearly state the problem and give a clear, concise explanation as to why you feel the grade is inaccurate. You must appeal assigned grades within two weeks of your receiving that particular grade. After two weeks, all grades are final.

### Respect for Others' Ideas:

Appropriate and professional classroom conduct is expected at all times. Respect and common courtesy toward your classmates and your professor are required. Effective communication relies on the ability to recognize and embrace diversity in all its forms, including viewpoints. Be respectful of the diverse range of opinions of everyone in the class, and help make this an inclusive environment. See the CJC diversity statement for more information:

<https://www.jou.ufl.edu/home/about/diversity-statement/>.

### Email Policy:

As email has become a favored way to communicate in academia and industry, you must learn to use it appropriately. Thus, when emailing me, address me formally. I will generally return it within 24 hours of receiving it on weekdays or by Monday evening if I receive it on the weekend. If you need to discuss something in length, visit my office hours or email me to set up a time to meet virtually.

### Accommodations:

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [\*See the "Get Started With the DRC" webpage on the Disability Resource Center site.\*](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### Counseling and Wellness Center:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach

out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### Course Evaluations:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### Recording the Professor:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

### Tentative Nature of the Syllabus:

I reserve the right to change deadlines throughout the semester. Furthermore, I reserve the right to change and or move around scheduled lectures in order to facilitate for potential unplanned events. If

changes in the schedule are necessary, students will be held responsible for such changes, which will be announced in class ahead of time.

#### **Additional Campus Resources for Health and Wellness:**

*U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

*Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

*University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

*UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

*GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, [visit the GatorWell website](#) or call 352-273-4450.

#### **Additional Academic Resources:**

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

[Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

[Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call 866-281-6309 or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.

[Teaching Center](#): 1317 Turlington Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.

[Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.

Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#).

Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information.](#)



## ADV 4300 Tentative Course Schedule

Week	Date	Topic	Reading	Assignment Due
Week 1	8/26 (Mon)	Introductions + Intro to Channel Planning	Ch. 1	
	8/28 (Wed)	Role and Importance of Data + Establishing a Media Framework	Ch. 2 - 3	
Week 2	9/2 (Mon)	<i>Holiday</i>		
	9/4 (Wed)	Dynamics of Paid, Owned, & Earned Media	Ch. 4 - 6	
Week 3	9/9 (Mon)	Communications Plans + Media Diaries	Ch. 7	Media Diaries Due
	9/11 (Wed)	Preparing, Presenting, & Evaluating a Media Plan	Ch. 39, 41, 43	
Week 4	9/16 (Mon)	Media & Campaign Measurement + Research & Data Activity #1	Ch. 40	
	9/18 (Wed)	Marketing Objectives & Planning + Communication & Brand Support	Ch. 8 - 9	
Week 6	9/23 (Mon)	Working with a Situation Analysis + Research & Data Activity #2	Ch. 10	Research & Data Assignment #1 Due
	9/25 (Wed)	Defining the Audience	Ch. 11	
Week 7	9/30 (Mon)	Media & Geography + Seasonality + Research & Data Activity #3	Ch. 12 - 13	Research & Data Assignment #2 Due
	10/2 (Wed)	Competitive Analysis + Creative Implications + Working with a Budget	Ch. 14 - 16	
Week 8	10/7 (Mon)	Setting Communication Objectives + Communication Idea & Briefing	Ch. 17 - 18	Research & Data Assignment #3 Due
	10/9 (Wed)	Strategy & Tactics	Ch. 19	
Week 9	10/14 (Mon)	Media Insights Presentation 1		Media Insights Presentation 1 Due
	10/16 (Wed)	Language of Media Planning + Media Costs + Evaluating Media Opportunities	Ch. 20 - 22	
Week 10	10/21 (Mon)	Traditional Media Vehicles + Research & Data Activity #4	Ch. 23 - 26	
	10/23 (Wed)	Non-Traditional Media Vehicles	Ch. 27 - 34	

Week	Date	Topic	Reading	Assignment Due
Week 11	10/28 (Mon)	Global Planning Considerations + B2B Planning Considerations + Research & Data Activity #5		Research & Data Assignment #4 Due
	10/30 (Wed)	Research & Data + Media Insights Presentation 2 Work Day		
Week 12	11/4 (Mon)	Media Insights Presentation 2		Research & Data Assignment #5 Due; Media Insights Presentation 2 Due
	11/6 (Wed)	Media Brief + Research & Data Activity #6		
Week 13	11/11 (Mon)	<i>Holiday</i>		Research & Data Assignment #6 Due
	11/13 (Wed)	<b>Final Exam</b>		
Week 14	11/18 (Mon)	Workshop + Feedback Day		
	11/20 (Wed)	Workshop + Feedback Day		
Week 15	11/25 - 11/29	<i>Holiday</i>		
Week 16	12/2 (Mon)	Media Plan Project Presentations		Media Plan Project Presentation Due
	12/4 (Wed)	Semester wrap-up		Media Plan Project Report Due 5 PM

## Exam schedule

Date

Final Exam

11/13

Ch. 1 - 34, 39 - 41, 43 + Class Lectures + Research & Data Activities/Assignments